



How to access the Despatch Orders report in Click & Drop

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Log into your Click and Drop account and click on the Reports link.



You will be taken to the 'Despatched orders' report screen.

Despatched orders						Export to CSV		
Order number	Channel	Channel reference	Despatch date	Customer	Tracking number			
1031	Manual Order Entry (Royal Mail)		14/09/2016 19:01	test Test	KK537514665GB			
1032	Manual Order Entry (Royal Mail)		19/10/2016 17:10	Test Tester				
1033	Manual Order Entry (Royal Mail)		13/09/2016 14:07	test test				

Exporting the Despatched Orders report

Simply click on the 'Export to CSV' button for all the data to be uploaded into a CSV file.

An example of the report is shown below:

	A	B	C	D	E	F
1	Order number	Channel	Channel reference	Despatch date	Customer	Tracking number
2	1031	Manual Order Entry (Royal Mail)		14/09/2016 19:01	test Test	KK537514665GB
3	1032	Manual Order Entry (Royal Mail)		19/10/2016 17:10	Test Tester	
4	1033	Manual Order Entry (Royal Mail)		13/09/2016 14:07	test test	
5						

Changing the columns you see on the Despatched Orders report

You can remove columns from the report, but you can't add in other column information.

To remove a column, simply click on the 'Settings' icon in the top right of the report header:



You will then see a menu showing the names of the columns available for the report.

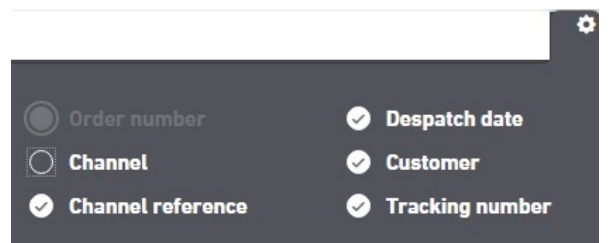
A column header with a tick at the side means that that data currently appears in the 'Despatched Orders' screen.

To remove that column data, simply click on the column header name to remove the tick, and this will remove that column data from view.

A column header with a dark circle outlined in white indicates that the data does not currently appear in the 'Despatched Orders' screen.

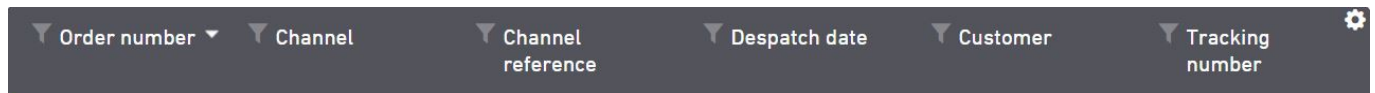
To add that column data in, simply click on the column header name so a tick appears and that column data will now be visible.

Order number is completely greyed out as it is a mandatory field, and therefore cannot be removed from view.



How to filter the information you see on the Despatched Orders report

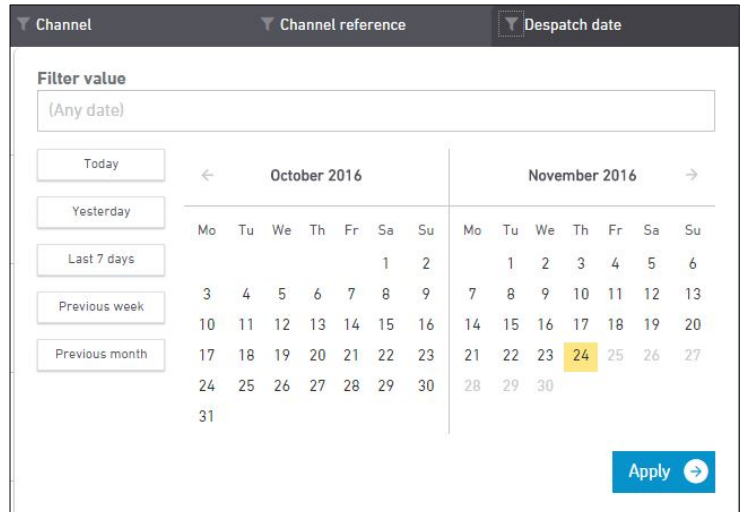
You can filter the information by clicking on the 'filter' icon at the side of each column header.



In this example, we are using the Despatch date to filter the report information.

To do this, simply click on the filter at the side of the 'Despatch date' column header and you will see that a calendar will appear.

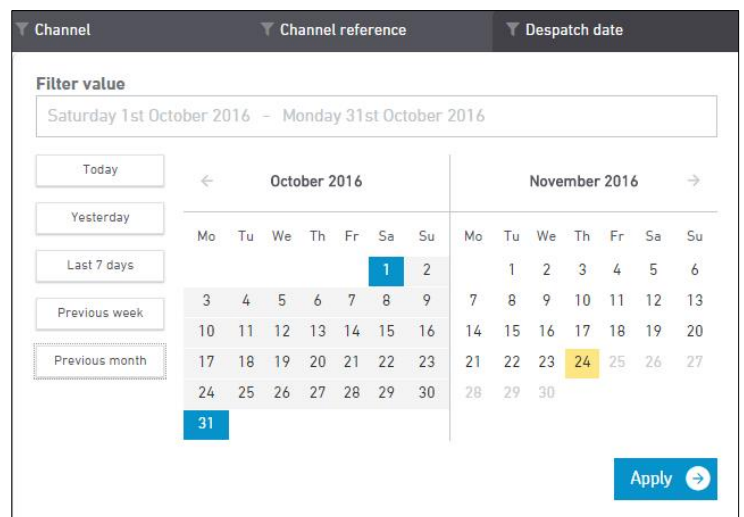
You can choose from the selected options on the left hand side of the calendar or click on a specific date within the calendar itself.



In this example, we've chosen the option of the 'previous month'.

You can see that the dates are now highlighted in blue and are shown in the 'filter value' field.

Once you are happy with the dates, click on 'apply'



The report now contains the filtered data and you can identify which column has been filtered as the 'filter' icon is yellow.

Despatched orders						Export to CSV		
Order number	Channel	Channel reference	Despatch date	Customer	Tracking number			
1042	Manual Order Entry (Royal Mail)		20/10/2016 14:10	Test Test1				
1041	Manual Order Entry (Royal Mail)		20/10/2016 11:40	Test Test1				

To remove the filter, click on the 'filter' icon and click on the 'clear' button and the report will return to its original data.